



# PALM BEACH Transportation Planning Agency

## TPA TRANSITION STEERING COMMITTEE MEETING AGENDA

DATE: Wednesday, October 3, 2018  
TIME: 10:00 a.m.  
PLACE: Palm Beach TPA Office  
2300 N Jog Road, 4<sup>th</sup> Floor  
West Palm Beach, Florida 33411

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### AGENDA

1. Roll Call
2. Review Meeting Summary from August 28, 2018
3. Review FDOT response to TPA request for reimbursement of all expected costs associated with the lease
4. Review of 301 Datura Space Plan  
TPA staff will review an updated space plan that incorporates a larger TPA Board room and a wheelchair lift to provide ADA access to the mezzanine area. Additional changes include removal of a second staircase to maximize usable area, reconfiguration of restrooms, lift access and storage room for ADA compliance, and reconfiguration of the Olive Avenue frontage to improve natural light and aesthetics.
5. **MOTION to RECOMMEND APPROVAL** of a Lease for TPA Office and Meeting Space at 301 Datura Street  
TPA staff will review the key points of the attached lease, including the following:
  - Lease execution on October 18, 2018 with a target commencement date of May 1, 2019
  - A term of 10 years with two 5-year renewal options
  - A total of 9,300 rentable square feet (RSF)
  - TPA payment to Landlord of a base rental rate of \$17.50/RSF, to be increased annually by 3 percent
  - TPA payment to Landlord of actual cost for real estate tax increases above the 2017 tax year base amount
  - TPA payment to vendors for insurance, maintenance and utilities
  - TPA payment to Construction Manager for cost of actual tenant improvements, estimated at \$950K (including design, permitting, construction and a 3% construction management fee).TPA staff is requesting a recommendation to execute the full lease agreement and to adopt a corresponding Unified Planning Work Program (UPWP) amendment to be placed on the TPA Board agenda for execution on October 18, 2018.
6. Adjournment



## TPA STEERING COMMITTEE MEMBERS

**Hal Valeche, Commissioner**  
**TPA Chair**  
Palm Beach County

**Maria Marino, Mayor**  
**TPA Vice Chair**  
City of Palm Beach Gardens

**Steven Grant, Mayor**  
City of Boynton Beach

**Paula Ryan, Commissioner**  
City of West Palm Beach

**Joni Brinkman, Council Member**  
Village of Palm Springs

**Fred Pinto, Mayor**  
Village of Royal Palm Beach

### NOTICE

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purposes, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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